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Report for Week Ending 15 January 1958 from FORMS MANAGEMENT BRANCH

1.	Contributions

a. Tangible

- (1) Completed 32 actions requiring the printing of 559,750 copies, or sets, of blank forms. This represents an increase of 4 actions and a decrease of 63,100 copies compared to last week.
- (2) Seven new and 4 revised forms were approved.

b. Intangible

25X1A9a

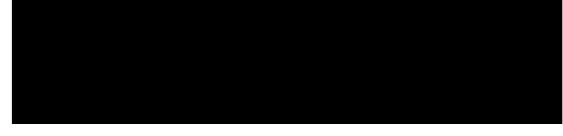
- (1) Colonel Cable Secretariat, O/DCI, and I have once again urged Mr. C/GPB/PD/OL, to consider 25X1A9a the need for a single source contract for Agency forms.
- (2) The Army (Messrs Kullgren and Daniels, ACSI) has tentatively agreed to adopt, with slight modification subject to DA coordination, the common "Information Report". Coordination copies are being prepared for the DA.

25X1A8a 25X1A8a (3) Plans for conducting a DD/P Forms Management Program have been discussed with Mr. and Mr.

25X1A9a

25X1A9a

25X1A5a1



2. Assignments - Active

- a. There are 23 new and 8 revised forms pending.
- b. The Forms Survey in PSD/OL is continuing. ¿

3. News

25X1A9aa. Miss has been off the last 3 days on Sick leave.

25X1A9a. Mr. is continuing the "Writing Workshop" 2 - 1/2 days each week in OT.

25X1A9a